This plan was developed by the members of the Safety Committee for the Olean Career and Technical Education Center of CA BOCES. The focus of this plan is to ensure the safety and wellbeing of our students in the event of an emergency situation.

Stephen Dieteman
Jack Dalton
Don Cummings
Tom Potter
Dave Stevens
Todd McLaughlin
Julie Morgan
Cathy Tomerlin

Revised March 2010
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**Emergency Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Dispatch</td>
<td>911</td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
</tr>
<tr>
<td>E.M.S.</td>
<td>911</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Nurse</td>
<td>X8217 or X7022</td>
</tr>
<tr>
<td>Steve Dieteman, Olean Principal</td>
<td>X8251</td>
</tr>
<tr>
<td>Don Cummings, Olean Sr. Mainten</td>
<td>X8234 or 716-560-8670 C</td>
</tr>
<tr>
<td>Paul Carmichael, Director CTE</td>
<td>X8371</td>
</tr>
<tr>
<td>Lynda Quick, Assistant Superintendent</td>
<td>X8254</td>
</tr>
<tr>
<td>Robert Olczak, Superintendent</td>
<td>X8246</td>
</tr>
</tbody>
</table>

**Hospitals**

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Olean General Hospital</td>
<td>716-373-2600</td>
</tr>
<tr>
<td>Bertrand Chaffee Hospital</td>
<td>716-592-2871</td>
</tr>
<tr>
<td>Cuba Memorial Hospital</td>
<td>716-968-2000</td>
</tr>
<tr>
<td>WCA Hospital-Jamestown</td>
<td>716-487-0141</td>
</tr>
<tr>
<td>Bradford Regional Hospital</td>
<td>814-368-4143</td>
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</tbody>
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**Utilities**

<table>
<thead>
<tr>
<th>Utility</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>NYSEG</td>
<td>1-800-572-1121</td>
</tr>
<tr>
<td>National Grid</td>
<td>1-800-642-4272</td>
</tr>
<tr>
<td>National Fuel Gas</td>
<td>1-800-444-3130</td>
</tr>
</tbody>
</table>

**Emergency Evacuation Sites**

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary—</td>
<td>Hinsdale Central School</td>
<td>716-557-2227</td>
</tr>
<tr>
<td></td>
<td>3702 Main Street, Hinsdale, NY 14743</td>
<td></td>
</tr>
<tr>
<td>Secondary—</td>
<td>Olean High School</td>
<td>716-375-8010</td>
</tr>
<tr>
<td></td>
<td>410 W. Sullivan Street, Olean, NY 14760</td>
<td></td>
</tr>
</tbody>
</table>
CA BOCES
1825 Windfall Road
Olean NY 14760

Contents:

ACTION GUIDE
LOCK-DOWN PROCEDURE
BOMB THREAT
BEAR CARDS
STAFF ASSIGNMENTS

Faculty will contact Main Office @ Ext 8265 or 8410 for Career and Tech Programs
Laurie will contact Main Office @ Ext 8265 or 8410 for Adult Ed, Special Ed, and Health and Safety
Mary will contact Main Office @ Ext 8265 or 8410 for Technology
April will contact Main Office @ Ext 8265 or 8410 for Admin, Finance, HR and Labor Relations
Admin & Finance Offices will contact April @ ext 8226
HR and Labor Relations will contact April @ ext 8226
Special Ed will contact Laurie @ ext 8383
Adult Education will contact Laurie @ ext 8383
Health and Safety will contact Laurie @ ext 8383
Technology will contact Mary @ ext. 8282
Receiving will contact April @ ext. 8226
Barn will contact Main Office @ 8265 or 8410 for their building
**SHELTER IN PLACE**

- “Shelter in place” will be announced over the intercom.
- Remain in your classroom or shop, or find a secure area.
- Scan area for anything out of the ordinary.
- Lock all doors and windows.
- Complete SAR and communicate to office
- Continue instruction
- Students are not permitted in the hallways
- Restrict student cell phone use
- Maintain order

**WHEN DIRECTED, PROCEED TO EVACUATION**

**LOCKDOWN**

- Lockdown will be announced by intercom.
- Direct all students in hallways, common areas, and restrooms into your classroom.
- Lock classroom door(s)
- Lock windows
- Direct students away from windows and doors
- Students stay in classroom
- Complete SAR
- Maintain order
- Follow directions of IC when released

**FIRE EVACUATION**

- Students systematically exit via established routes
- Take Emergency Binder
- Secure room
- Proceed to Rendezvous Point
- Complete SAR and report to IC

**Directed Evacuation**

- Evacuate by direction of IC
- Move to East or West evacuation point as communicated by IC
- Load buses
- Transport to Evacuation site
- Reassemble in gymnasium
- Complete SAR and report to IC
- Maintain order
- Follow directions of IC or emergency personnel

---

**Building Emergency Chain of Command**

- Steve Dieteman, Ext 8251
- Todd McLaughlin, Ext 7024
- Jack Dalton, Ext 8219
- Don Cummings, Ext 8234 cell 716-560-8670

**Evacuation Sites**

- **Primary:** Hinsdale Central School
  - 716-557-2227
- **Secondary:** Olean High School
  - 716-375-8010

**SAR Reporting:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>North</td>
<td>8410 or 8265</td>
</tr>
<tr>
<td>South</td>
<td>8410 or 8265</td>
</tr>
<tr>
<td>East</td>
<td>8410 or 8265</td>
</tr>
<tr>
<td>West</td>
<td>8410 or 8265</td>
</tr>
</tbody>
</table>
Teacher Responsibilities

STAY CALM!
Follow Safety Plan
Account for all students SAR
Keep detailed notes of the event
Stay with students at all times
No student cell phone use
Keep your emergency binder with you

Other
DO NOT talk to the media
DO NOT allow media to photograph or film students within your control
REFER MEDIA TO THE SUPERINTENDENT

Command Post Locations
Primary: OFFICE
Steve Dieteman – ext. 8251
Jack Dalton – ext. 8219
Paula Swier – ext. 8267
Deanna Steffenhagen - ext. 8410
Denise Bray – ext 8265

Secondary: Location of IC
Steve Dieteman

Emergency Frequencies/Channels
Hand-Held Radios:
Office Staff - Channel 2
Maintenance Staff – Channel 1

EMERGENCY NUMBERS
Police/Fire/EMS – 911

Incident Commander (IC)
Primary IC: Steve Dieteman
Steve – ext. 8251

Backup IC: Todd McLaughlin
Ext. 7024

Transportation:
Hinsdale Central School
Judi McCarthy 557-2227

Olean High School
Colleen Taggerty 375-8010

Central Office
Paul Carmichael - ext. 8371
Lynda Quick – ext. 8254
Bob Olczak – ext. 8246

Component Schools
Allegany-Limestone 375-6600
Archbishop Walsh 372-8122
Hinsdale 557-2227
Olean 375-8010
Portville 933-6600

Key Weather Terms
Watch – Threatening weather is likely. Remain alert and be prepared to implement a plan for action.
Warning – Severe weather is occurring or has been indicated by radar. Take immediate action.

INITIAL ACTIONS

The individual discovering or receiving information about an incident will:

- Call the office (8410) and provide the following information:
  - Name (who)
  - What happened (what)
  - Location: Building, room number, site (where)
  - Time of incident (when)
  - Severity of injuries or property damage
  - Phone number (as a call back)

- Take action to protect students, staff, and property. This may include:
  - Move people away
  - Isolate and secure the room or area
  - Provide assistance as needed to students, other staff, or visitors
  - Direct emergency responders to the scene

✓ Office personnel will initiate Emergency Response action.
✓ Administrator or IC will call police, fire, or EMS if needed.
**DIRECT ALL PRESS AND MEDIA TO THE SUPERINTENDENT**

**Initial Actions**
The individual discovering or receiving information about an incident will take the following steps:
- Activate the emergency system – Notify the IC, providing the following information:
  - Your name
  - What happened
  - Location: Building, room number, site
  - Severity of injuries or property damage
  - Extension number (as a call back)
- I.C. will call police, fire, or EMS if needed.
- Take action to protect students, faculty, staff, and property. This might include:
  - Move people away
  - Isolate and secure the room or area
  - Provide assistance as needed to students, other staff, or visitors
  - Direct emergency responders to the scene

**Key Weather Terms**

**Watch** – Threatening weather is likely. Remain alert and be prepared to implement a plan for action.

**Emergency Frequencies/Channels**

- **Hand-Held Radios:**
  - Office Staff - Channel 1
  - Maintenance Staff – Channel 2

- To be used by IMT ONLY!

**EMERGENCY NUMBERS**

- Police/Fire/EMS – 911
- Switchboard – 8410
- Secretary – 8265

**Incident Coordinator (IC)**

- **Primary IC:** Steve Dieteman
  - Steve– ext 8251

- **Backup IC:** Todd McLaughlin
  - Todd – ext 7024

**Incident Management Team (IMT)**

- **Communications:**
  - Lynda Quick – ext. 8254
- **Transportation:**
  - Hinsdale Central School
  - 716-557-8739
- **Information/Safety:**
  - Paula Swier – ext 8267
  - Jack Dalton – ext 8219

**DO NOT LEAVE A MESSAGE – USE THE RADIO IF NECESSARY**

**Command Post Locations**

- **Primary:** Front Office
  - Denise – ext 8265
  - Deanna – ext 8410

- **Secondary:**
  - Name ##

**Evacuation/Relocation Sites**

- **Primary:** Location Hinsdale Central School
  - Jay Ballard – Director of Transportation
  - 716-557-8739

- **Secondary:** Olean City School
  - Building at Olean High School
  - 716-375-8010

**CANCEL SCHOOL (prior to start)**

- Monitor the following radio or television stations:
  - WHDL 1450 AM
  - WKSE 98.5 FM
  - WGRZ CH 2
  - WOEN 1360 AM
  - WPIG 95.7 FM
  - WIVB CH 4
  - WMXO 101.5 FM
  - WKBW CH 7

**LOCKDOWN**

- There will be continuous bell chimes for 15 seconds.
- **ANNOUNCEMENT INCLUDING PHRASE:** “Emergency lockdown.................”
- Upon hearing announcement:
  - Cautiously clear hallway, direct students and visitors into yours or nearest classroom. Lock doors. Cover all windows, if possible.
  - **DO NOT ALLOW ANYONE TO ENTER OR LEAVE YOUR ROOM**
  - Immediately take attendance, include students that are extra and those that are missing. Use BEAR Card. Keep list with you.
  - Call Extension number on BEAR card with this information.
  - If OK in your room, use GREEN card. If there is a PROBLEM in your room, use RED card. Place in window of door AND in outside window of room.
  - **REMAIN CALM,** keep students calm and wait for further instructions. Review additional Lockdown Procedures in this packet.
EARLY DISMISSAL

- Building Administrator or Supervisor announces “Early dismissal”
- Students return to classrooms
- Non-teaching staff return to offices
- Classroom teachers prepare for early dismissal
- Commence Lockdown and Accountability
- Building Administrator or Supervisor supervises dismissal
  - Information and instructions given over PA, phone, or runner
- Students dismissed as buses arrive

All staff remains until released by Building Administrator or Supervisor

FIRE/EVACUATION

- SIGNAL fire alarm or ANNOUNCEMENT TO EVACUATE
- Leave building IMMEDIATELY; proceed to staging area per announcement
- Teachers take registers or attendance list
- Students line up and remain quiet
- Immediately take attendance, include students that are extra and those that are missing. Use BEAR Form.
- Await instructions from Building Administrator or Supervisor
- Teaching staff remain with students at designated locations until otherwise instructed
- Non-teaching staff remain at designated locations until otherwise instructed

SHELTER-IN-PLACE

- Building Administrator or Supervisor ANNOUNCES initiation of shelter-in-place
- Commence Lockdown & Accountability
- Await instructions

MEDICAL EMERGENCIES

Non-Serious Accident/Injury/Illness
Call Main Office ext 8265 or ext 8410
Include following information:
- Nature of the emergency
- Location (building and room)
- Extension (if possible)
- Call 911

Serious Accident/Injury/Illness
Call Main Office ext 8265 or ext 8410
Include following information:
- Nature of the emergency
- Location (building and room)
- Extension (if possible)
- State, “I have called 911”

RELOCATION

- ANNOUNCEMENT & INSTRUCTIONS OVER PA OR PHONE SYSTEM
- Teaching staff and students return to classrooms
- Non-teaching staff return to offices
- Visitors remain at present location
- Await instructions from Building Administrator or Supervisor
- Commence Lockdown & Accountability
- Proceed with Relocation as directed
- If off-campus transportation is needed, ALL staff will ride the transportation service with students

TORNADO – WATCH

- There is a chance of dangerous weather
- Watch for severe thunderstorms, hail. Be ready to move to safe area

TORNADO – WARNING

- A tornado has been sighted
- Lead students to the designated safe areas in a calm, orderly, firm manner
Teacher Responsibilities during an Emergency

STAY CALM!
Account for all students
Verify Information
Keep detailed notes of the event
Notify 911, if necessary
Stay with students at all times
No student cell phone usage
Keep your emergency binder with you
**DO NOT** talk to media
**DO NOT** let media photograph or film students within your control
Refer the media to the Superintendent
Consult emergency binder for procedures for Shelter in Place, Lock Down, and Evacuation.
EMERGENCY RESPONSE TEAM - Quick Guide

1. In the event of an emergency or potential emergency the teacher or staff member in charge will notify the school office immediately using the phone, cell phone or sending someone with the message.

2. Basic intervention/aid will be administered by the teacher until the ERT arrives.

3. Office personnel will announce 3 times over the intercom “Emergency Response Team report to (specific location)”

4. Upon arrival of the ERT the teacher in charge at the location will convey relevant information then remove all other students from the immediate area.

5. The ERT will assess the situation and initiate necessary action (emergency responders, evacuation, shelter in place, lockdown).

6. If emergency responders are needed an ERT member at the scene will call 911.

7. If a medical emergency an administrator, counselor or ERT member will stay with the student.

8. An administrator, counselor or ERT member will contact the home school and the parent/guardian as soon as possible.

9. Non medical emergencies requiring action initiates the emergency chain of command.

10. If the ERT is summoned to respond to an unspecified threat, they will rendezvous at the office to plan and conduct a hasty search of the buildings and grounds.

11. The reporting teacher and ERT members will complete accident reports or written statements by the end of the school day and submit them to the office.

12. In the event of an emergency or potential emergency the teacher or staff member in charge will notify the school office immediately using the phone, cell phone or sending someone with the message.

13. Basic intervention/aid will be administered by the teacher until the ERT arrives.

14. Office personnel will announce 3 times over the intercom “Emergency Response Team report to (specific location)”

15. Upon arrival of the ERT the teacher in charge at the location will convey relevant information then remove all other students from the immediate area.
CA BOCES at Olean Safety Plan

EMERGENCY RESPONSE TEAM - Quick Guide

16. The ERT will assess the situation and initiate necessary action (emergency responders, evacuation, shelter in place, lockdown).

17. If emergency responders are needed an ERT member at the scene will call 911.

18. If a medical emergency an administrator, counselor or ERT member will stay with the student.

19. An administrator, counselor or ERT member will contact the home school and the parent/guardian as soon as possible.

20. Non medical emergencies requiring action initiates the emergency chain of command.

21. If the ERT is summoned to respond to an unspecified threat, they will rendezvous at the office to plan and conduct a hasty search of the buildings and grounds.

22. The reporting teacher and ERT members will complete accident reports or written statements by the end of the school day and submit them to the office.

23. In the event of an emergency or potential emergency the teacher or staff member in charge will notify the school office immediately using the phone, cell phone or sending someone with the message.

24. Basic intervention/aid will be administered by the teacher until the ERT arrives.

25. Office personnel will announce 3 times over the intercom “Emergency Response Team report to (specific location)”

26. Upon arrival of the ERT the teacher in charge at the location will convey relevant information then remove all other students from the immediate area.

27. The ERT will assess the situation and initiate necessary action (emergency responders, evacuation, shelter in place, lockdown).

28. If emergency responders are needed an ERT member at the scene will call 911.

29. If a medical emergency an administrator, counselor or ERT member will stay with the student.
EMERGENCY RESPONSE TEAM - Quick Guide

30. An administrator, counselor or ERT member will contact the home school and the parent/guardian as soon as possible.

31. Non medical emergencies requiring action initiates the emergency chain of command.

32. If the ERT is summoned to respond to an unspecified threat, they will rendezvous at the office to plan and conduct a hasty search of the buildings and grounds.

33. The reporting teacher and ERT members will complete accident reports or written statements by the end of the school day and submit them to the office.

ERT MEMBERS (12/9/09)
Steve Dieteman or Jack Dalton or Paula Swier
Cathy Tomerlin or Julie Morgan
Don Cummings
CA BOCES Exit Monitors

REPORT TO POST UPON INCIDENT COORDINATOR’S ANNOUNCEMENT

- No one permitted to enter or leave.
- All staff are responsible for securing their classroom or office entrances.
- Main corridor exits are to be monitored by the following personnel.

**Olean Center**

Main lobby doors: Jack/Paula

Hallway exit by Special Ed: Judy

Hallway exit Criminal Justice: Larry

Hallway exit near Building Tech: Rennie

Hallway exit near Auto Body: Rennie

Hallway exit near Auto Tech: Roxanne

Hallway exit near Tech Shop: Mary/Tech

Hallway exit near Boiler Room: Tech

**Barn**
FIRE EVACUATION—QUICK GUIDE

Evacuation –

Will be initiated when a fire alarm sounds, when an emergency exists that warrants a fire evacuation, or when directed by IC or administrator via intercom.

PROCEED TO THE 4 RENDEZVOUS POINTS

- Classes evacuate building simultaneously via planned evacuation routes
- Secure room
- Take Emergency Binder
- Move to Rendezvous Point
- Complete SAR and Report to IC
- Maintain order
- Restrict student cell phone use
- Await further directions (all clear, or evacuation point location)

Office Procedures
- Take emergency tote
- Evacuate building
- Move to Rendezvous Point
- Account for all students
- Call 911
DIRECTED EVACUATION – QUICK GUIDE

Directed Evacuation will be initiated in the event of an emergency requiring shelter in place or Lockdown.

CLASSES WILL BE DIRECTED TO THE RENDEZVOUS POINT OR A SPECIFIC EVACUATION POINT

- Evacuation Point will be dependent on location of fire or emergency situation.
- North Evacuation Point
- South Evacuation Point
- East Evacuation Point
- West Evacuation Point

Evacuation will be initiated and directed by IC or emergency responders.

- Classes will be evacuated individually or by hallway designation over the intercom
- Secure Room
- Take Emergency Binder
- Restrict student cell phone use
- Move to designated area.
- Load buses – ALL STUDENTS AND STAFF
- Transport to Evacuation Site
- (Ellicottville Central School or West Valley Central School)
- Reassemble class in gymnasium
- Complete SAR and Report to IC
- Maintain order
- Follow directions of IC or emergency personnel
- Student release and transportation information will disseminated

Office Procedures
- Take emergency tote
- Go to Evacuation Point
- Load bus
- Reassemble in gymnasium
- Account for all Students
- Notify component schools
- Liaison with emergency responders
- Communicate with staff
- Organize student release
LOCKDOWN—QUICK GUIDE

Lockdown –

Initiated when an actual or imminent threat exists.

- Lockdown will be announced by intercom.
- Immediately, direct students in hallways, common areas, and restrooms into your classroom, shop, secure location or the nearest one.
- Lock classroom doors and windows, have students sit on the floor next to the wall out of view from any windows. Stay out of sight!
- No one is permitted to enter or leave a classroom or office under any circumstances.
- Do not talk in your secured area, except only as absolutely necessary.
- No cell phone use!
- Complete SAR and report to office by phone.
- Attend to and document any injuries as best as possible.

***LOCKDOWN WILL END ONLY WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM/LOCATION BY IC OR EMERGENCY RESPONDERS***

Follow Evacuation Procedures as communicated by IC or emergency responders when released.

SAFETY PRECAUTIONS

- Do not cover windows, leave blinds and lights as they are.
- Do not communicate through any locked door.
- Do not allow anyone into your “secured” area.
- Do not answer a classroom telephone.
- Do not respond to the intercom
- Do not respond to a Fire Alarm unless imminent signs of fire are observed. Doing so could compromise the safety of those already secured.
SHELTER IN PLACE—QUICK GUIDE

**Shelter in place** -

Initiated during severe weather, general emergency, and when an actual or potential threat exists.

- “Shelter in place” will be announced over the intercom.
- Remain in your classroom or shop, scan for anything out of the ordinary.
- If you are not in your classroom or shop find a secure area.
- Lock all doors and windows.
- Complete SAR and report to office by phone
- Continue instruction
- Students are not permitted in the hallways
- Restrict student use of cell phones
- Maintain order

Shelter in place will be lifted when the situation is resolved. Notification and evacuation procedures will be announced via intercom by IC or administrator.

- ERT members assigned to doors will report and scan common areas
- ERT member will organize and conduct hasty search of building and grounds
- Entry to the building is gained only through a locked and monitored door.

**Shelter in place**

For Bomb Threat

“Shelter in place” will be announced over the intercom. Classes, students and staff in affected area will be notified and moved to a safe location. Assist first responders as necessary.

If no device is found, a decision will be made whether to continue school or have early dismissal. Evacuation procedures will be announced via intercom.

**Shelter in place**

For Severe Weather

“Shelter in place for severe weather” will be announced over intercom. Instructions to follow via intercom: classes enter hallways or internal rooms without windows. Evacuation procedures will be announced via intercom.
<table>
<thead>
<tr>
<th>SAR Card</th>
<th>SAR Card</th>
<th>SAR Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Accountability Report</td>
<td>Student Accountability Report</td>
<td>Student Accountability Report</td>
</tr>
</tbody>
</table>

KEEP in grade book and this packet!
Phone into Secretary @ Ext.8410 or 8265

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Program Name:</th>
<th>Program Name:</th>
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<tbody>
<tr>
<td>Staff Name:</td>
<td>Staff Name:</td>
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</tr>
<tr>
<td>Location of Caller:</td>
<td>Location of Caller:</td>
<td>Location of Caller:</td>
</tr>
<tr>
<td>Number “Missing”</td>
<td>Number “Over”</td>
<td>Number “Missing”</td>
</tr>
<tr>
<td>Names Missing:</td>
<td>Names Over:</td>
<td>Names Missing:</td>
</tr>
</tbody>
</table>
It is imperative that our school has a procedure in place to deal with situations, individuals, or groups that will endanger the lives or safety of our staff and students.

Please make yourselves familiar with this procedure, especially Item 3. Explain to your classes that if a lockdown occurs, they will be required to get into a classroom and stay there until the lockdown is over. Let them know that for everyone’s safety, no one will be allowed to enter or leave the classroom/building during a lockdown. Advise your students that if they are outside or in the hallways during a lockdown, they may be considered as part of the threat. It is very important that they understand this. Everyone should take all lockdowns seriously; follow directions and the orders of police and school officials.

DO NOT TELL STUDENTS ABOUT GREEN AND RED PAPER IN WINDOWS!

We do NOT want students to know our procedures!

1. If a situation should arise in which an emergency or perpetrator(s) places or has the potential to place students and staff in imminent danger, the Main Office shall be notified immediately. The staff member reporting the incident will give as many details by phone to the office as possible.
2. The Principal shall identify the threat and determine the extent of danger to staff and student, and dial 911 if needed.
3. Once it is determined that a dangerous or potentially dangerous situation exists, the emergency operation plan shall be activated. There will be continuous bell chimes lasting 10 seconds indicating a potential emergency. An announcement, “CODE LOCKDOWN – we are experiencing a possible emergency situation – please take appropriate action!” will be made over the PA system, both channels on the school radios, and O&M pagers.
   a. Staff shall immediately detain students in their classroom, and cautiously direct students into classrooms. Lock the doors, windows, and close shades or cover windows if possible including door windows.
   b. Take attendance immediately including the names of extra students and missing students from your classroom. Use the BEAR Card, included in this packet, and keep the list with you.
   c. If all is OK in your room, place the GREEN paper (included in this packet) in the door window and outside window of your classroom. If you have PROBLEM or injured person in your room, place the RED paper (included in this packet) in the door window and outside window of your classroom. DO USE GREEN OR RED PAPER DURING A DRILL!
   d. DO NOT ALLOW ANYONE TO ENTER OR LEAVE YOUR CLASSROOM. Bathrooms are off limits.
   e. Remain calm and wait for additional instructions.
f. Any staff or student caught outside the building should cautiously go to the bus garage located in D building.

g. Custodians will secure all outside doors. Exit Monitors will report to their assigned areas upon the Incident Coordinators announcement.

h. All staff and students are directed to stay away from doors and windows. If the incident involves a discharging weapon, explosives, or severe weather, all staff and students are directed to Duck & Cover (instructions included in this packet).

4. Using your BEAR Card, call the extension listed... give the names of all extra or missing persons in your room. If you are unable to get through to the person, hang up and try again. DO NOT LEAVE A MESSAGE! After reporting to the office, keep the phone lines clear and do not call the office unless it is an emergency. Wait for additional instructions.

5. **Cell phones should not be used during a lockdown.** If the lockdown is for a possible explosive or hazardous devise, a cell phone or radio may trigger the device. Premature reports or improper information given to those off campus can also cause further problems and hazards during an emergency. Do not allow students to use cell phones!

6. Until the “All clear” signal is given, it is imperative that teachers keep students inside their room, as calm as possible, and waiting for additional instructions.

7. At the end of the school day or sooner if possible, a staff meeting will be held to give a summary/explanation of the incident.
   a. If appropriate, a letter will be sent home with students detailing the incident.

8. If an evacuation of a building or campus is needed, teachers are required to bring their attendance records. An announcement will be made, informing staff to proceed with Evacuation or Relocation. Evacuation or Relocation directions are included in this packet. After arriving at the staging area, teachers and staff must AGAIN record any extra or missing students on a BEAR Card. Keep your students together and wait for additional instructions.

9. **DO NOT ADDRESS THE MEDIA!** All news media are to be referred to Paula Sandy.

GUIDELINES FOR STAFF AND STUDENTS

**SHOULD THEY BE CONFRONTED BY A HOSTILE PERSON OR AN INDIVIDUAL DISPLAYING A WEAPON**

- **DO NOT MOVE IN FRONT OF A WEAPON!** Use utmost caution.
- **DO NOT** try to forcibly disarm the offender.
- **NEVER** back the offender into a corner.
- **ALWAYS** give the offender a way out.
- **ALLOW** yourself a way out.
- **TALK QUIETLY AND CALMLY** – **DO NOT AGITATE.**
Safety Plans Information

**Fire/Evacuation** – All fire drills treated as potential evacuations

- I.C. will take command
- Secretary will identify alarm locations and make PA announcement to inform O & M staff
- Pre-arranged bus transportation, including handicapped accessible
  - Contact Person___________
  - Contact Number__________
- Anticipate visitors, plan for their communication and safe evacuation, including any handicapped individuals
- Entrances to campus manned, no traffic on or off. Only emergency vehicles or evacuation buses allowed on campus.
  - Identify and inform districts of bus staging area when not allowed on campus.
- All students/staff evacuate building. Do not delay to bring personal items or animals.
  - Teachers, Staff and I.C. bring emergency packets with them.
  - Report to 1 or 2 staging areas which are safe distance from building and accessible by bus. Location:________and__________.  
  - Students in line and quiet. All must be attentive to instructions given.
  - Attendance taken, BEAR Cards completed with over/under information.
- Bear cards collected by “runner.” Individuals assigned will compare and report missing/extra student/staff to I.C. One radio required per staging area.
- Sweep of building – Upper Level – Jack Dalton & Paula Swier, Lower Level - Maintenance
- I.C. will determine whether to move staff/students off site.
  - All campus adults may be required to travel to help supervise students.
- If a drill, return to building when all are accounted for and building is deemed safe
- If actual emergency, only fire department can permit re-entry to building
- Contact districts informing them not to transport students to the center, and stage buses if needed.
- When time permits, but ASAP, notify assistant superintendent office at ext. 8254.

**Lockdown**

- I.C. announces “This is a lockdown, secure your area” Repeat 3 times.
- I.C. announces “Door Monitors report to exit stations” if needed.
- Override Door schedule to lock all doors.
- Call appropriate emergency numbers 911.
- Call teachers outside (Natural Resources). They report to designated location for student/staff to go if outside.
- Contact districts informing them not to transport student to the center, and stage buses if needed.
- When time permits, but ASAP, notify assistant superintendent office at ext. 8254.
- ALL emergencies, other than fire/evacuation being with a lock down.
  - Shelter in place
  - Toxic spill/pollution hazard (Door monitors)
  - Take Cover
  - Early Dismissal
  - Planned evacuation
CA BOCES at Olean Safety Plan

- Lock Down – ID a place students/staff can go if outside during lockdown

Practice/Follow-Up

1. Announce a planned fire/evacuation practice several days in advance. Bring Coats, shoes gloves – we are going outside!
2. Conduct Drill – allow re-entry after all are accounted for.
3. Safety Committee – staff meeting that day to debrief.
   a. What worked, what needs to be improved.
   b. Use that information to plan another drill.
4. Debrief/Review – Safety committee to meet regularly to review/revise procedures.
5. Practice regularly.

Do the Same for Lock Down.
## Olean Main Office - Lockdown Phone Check List

<table>
<thead>
<tr>
<th>Office/Division</th>
<th>Missing</th>
<th>Visitors</th>
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<tbody>
<tr>
<td>Main Office</td>
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<td>Career Services</td>
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<td>Animal Science</td>
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<td>Auto Body</td>
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<td>Office/Division</td>
<td>Missing</td>
<td>Visitors</td>
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<td>PLTW/CAD</td>
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<td>Radio/TV</td>
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<td>Welding</td>
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<td>Distance Learning</td>
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<td>Adult Ed, Special Ed, Health &amp; Safety</td>
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<td>Admin, Finance, HR and Labor Relations, Receiving</td>
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<td>Barn</td>
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